

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Chief, Plans & Programs Staff	<i>[Signature]</i>	11 SEP 1981
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REMARKS

STAT

The attached is in response to your request for an update of P&PD's portion of the OL Strategic Plan. I have submitted it to you double spaced to facilitate STATting. Please contact me on [ ] if I can be of further assistance.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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STAT STAT	166 P&P
	Phone No. [ ]

OPTIONAL FORM 41 (Rev. 7-76)

## Requirement and Issues

In view of the known and projected growth of the Agency's activities and population for the subject period, the Printing and Photography Division (P&PD) will be required to respond to an increased demand for all of its services. All evidence suggests that these requests for service will be accompanied by the need for even faster response to the already rapid production pace applied to current intelligence products. Trends are also evident which point specifically to increasing requirements for typesetting, the printing of color graphics, the production of more sophisticated audiovisual presentations, and a continuing increase in requests for computer output microfilm and other photographic products. Added to this is the potential requirement to equip and staff one, and possibly several, remote information media centers. Administrative activities and burdens will increase along with production requirements as a result of management consolidation of all Agency copiers in P&PD. Significant administrative resources will also be required to improve the health and safety environment of the Division.

Previous statements concerning P&PD's ability to effectively and efficiently meet its current and future requests have identified the improvement and expansion of communications facilities, and the reduction or elimination of labor-intensive and antiquated prepress and press equipment and methods of production as the key features of P&PD's long range strategic

planning. This, in the main, continues to be the case. Not previously mentioned, however, is the fact that the Division's Bindery Branch will require a substantial recapitalization for equipment so that this element can keep pace with already increased productivity of the production components up stream from it. The projected growth of requests for service, and the steps which will need to be taken to deal with it will place even greater pressure on this branch.

### Goals and Objectives

Equip, structure, and staff P&PD so that it is better able to respond to current production and administrative requirements, as well as to an expected increase in demand for its services which will result from the anticipated growth of the Agency's activities and population.

Specific goals include: the reduction or elimination of P&PD's dependency on antiquated and labor-intensive prepress, press, and bindery equipment and methods through the acquisition and implementation of a digital prepress system, the procurement of upgraded press equipment, and the recapitalization of the bindery; the enhancement of P&PD's ability to receive publications and graphics data electronically; development and implementation of an automated equipment maintenance program designed to minimize machine downtime thereby increasing plant productivity; enhancement through training and possibly revised

staffing, of P&PD's ability to perform a greater portion of internal equipment maintenance, especially in the electronics area; the continued development of the Division's computer graphics generation capability; the improvement of the Division's health and safety environment; and the further application and enhancement of the P&PD Management Information System.

The technology and capability required to reach the goals listed above either exists today or is currently being developed. The challenge to P&PD therefore lies more in how this technology and capability is to be applied and managed than in becoming involved in its development. Meeting this challenge is also P&PD's major goal.